

*****This is only a preview of the examination questions. To take the actual examination, please go back to the official bulletin and click the examination link.*****

Training and Experience Evaluation

Certified Nursing Assistant

Servicewide

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Instructions:

To answer test items (task statements) 1-47 in this exam, you will be required to evaluate your training and experience performing Certified Nursing Assistant duties. For test items (KSA statements) 48-91 in this exam, you will be required to evaluate your knowledge, skills, and abilities performing Certified Nursing Assistant duties.

PLEASE NOTE: This examination is designed to gain an overall assessment of your experience and as it directly relates to the duties and the knowledge, skills and abilities required for this position. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Tasks:

1. Provide care and tend to physical needs of patients/residents/clients or inmates to ensure personal hygiene (e.g., nail care, shampoo, bathe, oral care, feed, etc.).
2. Provide care and tend to patients/residents/clients or inmates clothing and bed linens by changing soiled items to ensure personal hygiene.
3. Assist patients/residents/clients or inmates with dressing, positioning, ambulating, and transferring to guarantee safety and without risk of harm.
4. Assist bed-ridden patients/residents/clients or inmates (e.g., turning, assist with hygiene care, guide movements for better posture and movement, etc.) to ensure appropriateness of health care.
5. Assist professional technicians before, during, and after patients/residents/clients or inmates treatment program to ensure that needs are met.
6. Provide care of patients/residents/clients or inmates with tubing (e.g., catheters and O2) to ensure optimal patient care, monitor health issues and report any changes to charge nurse.
7. Monitor patients/residents/clients or inmates conditions during treatments, procedures, or activities in order to ensure appropriateness of health care.
8. Obtain and record patients/residents/clients or inmates medical information and vital signs (e.g., blood pressure, pulse, temperature, respiration, etc.) to ensure appropriateness of health care.
9. Obtain and record weight and height of patients/residents/clients or inmates to ensure appropriateness of health care.
10. Measure and record amount of patients/residents/clients or inmates fluids (intake and output) to ensure appropriateness of health care.
11. Assist nursing staff with applying, monitoring, documenting, and removing patients/residents/clients or inmates restraints as required to guarantee safety and without risk of harm to patient and staff.

12. Maintain accurate, detailed reports and records to ensure optimal patients/residents/clients or inmates care, monitor health issues and report any changes to charge nurse.
13. Monitor, record and report symptoms or changes in patients/residents/clients or inmates conditions to ensure optimal care, behavior, monitor health issues and report any changes to charge nurse.
14. Enter, transcribe, record, store, or maintain information in written or electronic/magnetic form in order to relay pertinent information.
15. Keep up-to-date technically and apply new knowledge to the job in order to relay pertinent information.
16. Maintain medical facility records in order to ensure proper procedures are followed.
17. Record vital statistics or other health information in order to ensure appropriateness of health care.
18. Document patients/residents/clients or inmates health or progress in order to aid nursing staff with evaluation and/or treatment.
19. Perform immediate and temporary interventions to patients/residents/clients or inmates in emergency situations to guarantee safety and without risk of harm.
20. Provide assistance to staff/personnel with admission, transfer, or discharge of patients/residents/clients or inmates to ensure proper care.
21. Observe, chart, and report patients/residents/clients or inmates clinical symptoms, behavior and treatment administered to ensure appropriateness of health care.
22. Attend in-service training classes to ensure continued knowledge, competence, and safety.
23. Consult and coordinate with healthcare team members to assess, plan, implement, or evaluate patients/residents/clients or inmates care plans to ensure optimal care, monitor health issues and report any changes to charge nurse.
24. As needed, converse with, observe and report any changes to patients/residents/clients or inmates health and alertness to keep them mentally healthy and alert.
25. Provide information to supervisors, co-workers, and subordinates by telephone, in written form, or in person in order to relay pertinent information.
26. Observe, receive, and otherwise obtain information from all relevant sources in order to relay pertinent information.
27. Develop constructive and cooperative working relationships with others and maintain them over time in order to relay pertinent information.
28. Inform medical professionals regarding patients/residents/clients or inmates conditions and care in order to ensure appropriateness of health care.
29. Assist nursing staff and/or perform the collection and labeling of urine and stool specimens for laboratory examination to ensure appropriateness of health care.
30. As needed, assist and prepare patients/residents/clients or inmates for examination by physician to ensure proper procedures are followed.

31. Assist and escort patients/residents/clients or inmates by wheelchair, walker, etc. to intramural or extramural medical, health, or other community services to ensure that patients/residents/clients or inmates needs are met.
32. Motivate and assist patients/residents/clients or inmates with rehabilitation to develop self-reliance in activities of daily living (e.g., bed sitting, ambulatory exercised, etc.).
33. Encourage patients/residents/clients or inmates in maintaining or developing muscle tone and range of motion to develop self-reliance in activities of daily living (e.g., bed sitting, ambulatory exercises, etc.)
34. Assist and encourage patients/residents/clients or inmates in accepting and using special devices and equipment (e.g., cane, walker, etc.) prescribed for their physical comfort and rehabilitation to develop self- reliance in activities of daily living (e.g. bed sitting, ambulatory exercises, etc.).
35. Assist and encourage patients/residents/clients or inmates participation in activities to improve their mental outlook.
36. Sort, count, and distribute patients/residents/clients or inmates linen and clothing to ensure proper ownership and quantity available.
37. Provide assistance to staff/personnel with serving meals and special diets to patients/residents/clients or inmates.
38. Maintain infection control by using standard and transmission based precautions, hand hygiene, personal protective equipment (PPE), etc. to ensure a clean and safe environment for staff and patients/residents/clients or inmates.
39. Assist with cleaning patients/residents/clients or inmates prosthetic devices and hearing aids to ensure personal hygiene.
40. Assist, as needed, with placing and removing patients/residents/clients or inmates prosthetic devices and hearing aids to facilitate and increase in self-functioning in daily living activities.
41. Answer patient/resident/client or inmate call signals, signal lights, bells, and intercom systems to determine patients/residents/clients or inmates needs to ensure optimal care, monitor health issues and report any changes to charge nurse.
42. Provide personal assistance, medical attention, emotional support, or other personal care to others such as co-workers, customers, or patients/residents/clients or inmates in order to ensure continued knowledge, competence, and safety.
43. Perform physical activities that require considerable use of your arms and legs and moving your whole body (e.g., climbing, lifting, balancing, walking, stooping, handling materials, etc.) in order to guarantee safety and without risk of harm.
44. Identify information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events in order to relay pertinent information.
45. Analyze information and evaluate results to choose the best solution and solve problems.

46. Adjust positions of patients/residents/clients or inmates on beds or tables in order to guarantee safety and without risk of harm.
47. Place patients/residents/clients or inmates linen and clothing in the designated areas to ensure proper care.
48. Working knowledge of routine Activities of Daily Living (e.g., bathing, feeding, lifting, transporting patients/residents/clients or inmates, etc.).
49. Basic knowledge of routine facility techniques of making beds and caring for patients/residents/clients or inmates clothing and property.
50. Working knowledge of facility routine and procedures.
51. Working knowledge of proper methods and attitudes involved in meeting the physical needs of physically and mentally challenged patients/residents/clients or inmates.
52. Thorough knowledge of overall first aid methods.
53. Basic knowledge of overall methods of infection control (e.g., standard and transmission based precautions, surface disinfectants, personal protective equipment, etc.).
54. Working knowledge of basic principles used in caring for patients/residents/clients or inmates who are immobile.
55. Basic knowledge of principles and processes for providing customer and personal services (e.g., needs assessments, meeting quality standards of service, evaluation of customer satisfaction, etc.).
56. Working knowledge of proper catheter care.
57. Working knowledge of ostomy care.
58. Working knowledge of patients/residents/clients or inmates dietary needs.
59. Ability to develop skills in the performance of routine Activities of Daily Living (e.g., bathing, feeding, lifting, and transporting patients, etc.) productively.
60. Ability to accurately develop skills in the performance of routine facility techniques of making beds and caring for patients/residents/clients or inmates clothing and other property.
61. Ability to adequately practice standard and transmission-based precautions.
62. Ability to accurately recognize and properly dispose of bio-hazardous and hazardous waste.
63. Ability to be aware of one's surroundings.
64. Skill to effectively use logic and reasoning.
65. Ability to recognize situations accurately.
66. Ability to effectively gain the interest, respect, and cooperation of patients.
67. Thorough knowledge of basic time management techniques.
68. Skill to accurately monitor/assess performance of yourself.
69. Ability to assist medically trained personnel productively.
70. Ability to keep simple records adequately.
71. Ability to adequately stand for prolonged periods of time.
72. Ability to accurately assist and prepare patients/residents/clients or inmates for treatments administered by a health care provider.

73. Ability to adequately prioritize.
74. Working knowledge of proper methods and attitudes involved in meeting the psychosocial needs of physically and mentally challenged patients/residents/clients or inmates.
75. Working knowledge of proper methods and attitudes in assisting medically trained personnel.
76. Working knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
77. Working knowledge of basic medical terminology.
78. Skill to actively look for ways to help people.
79. Skill to effectively give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times.
80. Skill to properly be aware of others' behaviors.
81. Skill to properly adjust actions in relation to others' actions.
82. Skill to talk to others.
83. Ability to effectively communicate verbally, electronically and in writing.
84. Ability to effectively understand and follow both verbal and written directions.
85. Ability to listen to and understand information and ideas presented through spoken words and sentences.
86. Ability to accurately tell when something is wrong or is likely to go wrong.
87. Ability to accurately see details at close range.
88. Ability to effectively communicate information and ideas in speaking so others will understand.
89. Ability to identify and understand the speech of another person.
90. Ability to effectively apply general rules to specific problems.
91. Ability to accurately combine pieces of information.